

DD/A Registry

81-0077

14 JAN 1981

DD/A REGISTRY

FILE: Personnel

MEMORANDUM FOR: Director of Communications

FROM: William N. Hart
Associate Deputy Director for AdministrationSTAT SUBJECT: REFERENCE: Multi-Addressee Memo to You dtd 22 Dec 80,
Same Subject (DD/A 80-2711)

STAT 1. With entry on duty nearing, we had
STAT better tie down a few administrative matters concerning his
assignment. who will have responsibility for
overseeing Steve's development, will make arrangements for his
orientation training and the like but will in each case
coordinate with you. We already have Steve enrolled in
"Introduction to CIA" which runs from 2-13 February 1981. I
suggest you contact Terry with any training recommendations
you may have.

STAT 2. Given Steve's special handling and his proposed
assignment to the Comptroller, I probably should keep tabs on
his development. I've asked Terry to schedule monthly
meetings with Steve and, unless you feel it inappropriate,
STAT with either you and/or to discuss his progress.

3. Unless I hear back from you I will assume these
arrangements are satisfactory and will leave the matter with
Terry.

/s/ William N. Hart

William N. Hart

STAT DDA/MS (13 January 1981)

Distribution:

- 1 - Addressee
- 1 - WNH Chrono
- 1 - DDA Subject
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- 1 - DDA/MS Subject
- 1 - DDA/MS Chrono
- 1 - TBC Chrono

STAT

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